

**LIVE SCAN SERVICE REQUEST (Company Officers, Directors, and Others)**

LIC 051-CIU (Rev. 09/08)

**Attention – Live Scan Service Providers, Company Officers, Directors, and Others**

- ▶ The California Department of Justice (DOJ) and Federal Bureau of Investigation's (FBI) processing fees are to be paid by the license applicant or the officer's/director's company. Be prepared to pay fees at the time your fingerprints are taken at the live scan service provider site or submitted to Integrated Biometric Technology (IBT).
- ▶ Please prepare three copies of this form and distribute as follows:
  - 1) **FIRST COPY (ORIGINAL)** to the Live Scan Provider;
  - 2) **SECOND COPY** to Requesting Agency;
  - 3) **THIRD COPY** to the Person being fingerprinted.
- ▶ \*If the applicant completes a **1033 Consent Waiver (18 U.S.C. §1033)**, that applicant is to make a **FOURTH COPY** of this form and send it to the California Department of Insurance.

<b>PART 1</b>		<b>PERSONAL INFORMATION</b> <i>Please type information below</i>	
APPLICANT NAME (LAST, FIRST, and MIDDLE)			
FORMER NAME/AKA's (LAST, FIRST)			
DATE OF BIRTH (MM/DD/YYYY)	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	HEIGHT	WEIGHT
EYE COLOR	HAIR COLOR	PLACE OF BIRTH	
SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER	DAYTIME TELEPHONE NUMBER (   )	
RESIDENCE ADDRESS (STREET/P.O. BOX, CITY, STATE, ZIP CODE)			

**DEPARTMENT AND LIVE SCAN VENDER ONLY**

<b>PART 2   To be completed by CONTRIBUTING AGENCY</b>			
AGENCY ORI NUMBER  A0042		AGENCY ADDRESS  California Department of Insurance Licensing Background Bureau 300 Capitol Mall, 16 <sup>th</sup> floor, Sacramento, Ca 95814	
APPLICATION TYPE (e.g. type of search)  LICENSE CERTIFICATE OR PERMIT		JOB TITLE:  INSURANCE	
		OCA NUMBER:  2000	
		MAIL CODE (five-digit code assigned by DOJ) :  04605	
LEVEL OF SERVICE: California Department of Justice and Federal Bureau of Investigation			
<b>PART 3   To be completed by LIVE SCAN VENDOR</b>			
LIVE SCAN TRANSACTION COMPLETED BY: (Name of Operator)		DATE COMPLETED	TRANSMITTING AGENCY
		TERMINAL ID:	
AMOUNT COLLECTED (FOR ROLLING FEE)		AMOUNT COLLECTED (FOR DOJ/FBI PROCESSING)	ATI NUMBER
<b>PART 4   To be completed by LIVE SCAN for FINGERPRINT RESUBMISSION</b>			
ORIGINAL ATI NUMBER		LEVEL OF SERVICE REQUESTED FOR RESUBMISSION	
		<input type="checkbox"/> California Department of Justice <input type="checkbox"/> Federal Bureau of Investigation	

Original – Live Scan Operator, Second Copy – Requesting Agency, Third copy – Applicant

## INSTRUCTIONS FOR INSURANCE COMPANY OFFICERS AND DIRECTORS

### *RESIDENTS SUBMITTING LIVE SCAN FORM*

**STEP 1: Insurer/Company Fingerprint Requirement:** All company officers, directors, key managerial personnel, and individuals with a 10 percent or more beneficial ownership in the applicant and applicant's controlling parent will need to be fingerprinted. Fingerprints must be taken at either a live scan vendor or by a local law enforcement agency on a fingerprint card that is to be sent to Integrated Biometric Technology (IBT)

**STEP 2: Completion of Live Scan Form:** The following information must be entered in Part 1 of the form by the applicant: *Your printed name and former names (if any); Date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), driver's license number, and residence address.* The Contributing Agency will complete Part 2 of this form. The electronic fingerprint service provider will complete Part 3.

**STEP 3: Fingerprint Services:**

**Live Scan Fingerprint Services available in California:** The California Department of Justice (DOJ) maintains a listing of Live Scan fingerprinting services available to the public. The DOJ list is broken down by county. Fees vary from location to location. Applicants are encouraged to contact the Live Scan provider in advance to verify their current operating hours, fees, etc. This list is available at the following website: <http://ag.ca.gov/fingerprints/publications/contact.php>

CDI's contracted vendor will have staff available at the CDI's examination sites to complete the fingerprint impression requirement.

**STEP 4: Fees:** The following fees must be paid by the applicant:

**Processing and Service Fee:** The cost of the Integrated Biometric Technology (IBT) live scan service is \$60.95. The \$60.95 processing fee covers the following services: Federal Bureau of Investigation fingerprint check is \$19, State of California Department of Justice fingerprint check is \$32, and IBT fee is \$9.95.

**STEP 5: Submission of Fingerprint Form:** Make three copies of the form. Please take the **original** completed Live Scan form to the live scan provider for processing. The **second copy** is to be mailed to the California Department of Insurance, Licensing Background Bureau, 300 Capitol Mall, Suite 1600, Sacramento, CA 95814. The **third copy** is to be maintained for your records.

### *NON-RESIDENTS SUBMITTING MANUAL FINGERPRINT CARD(S)*

**STEP 1: Insurer/Company Fingerprint Requirement:** All company officers, directors, key managerial personnel, and individuals with a 10 percent or more beneficial ownership, and the applicant and applicant's controlling parent will need to be fingerprinted. Fingerprints must be taken at either a live scan vendor or by a local law enforcement agency on a fingerprint card that is to be sent to Integrated Biometric Technology (IBT).

**STEP 2: Mail Fingerprint Card, Live Scan Form & Fees Directly to Integrated Biometric Technology (IBT):** Keep a copy of the Live Scan form your records. Mail original copy of the completed Live Scan form along with your fingerprint card submission and check for **\$60.95** made payable to IBT to the following address:

Integrated Biometric Technology  
Attn: Licensing Live Scan  
1650 Wabash Ave. Suite D,  
Springfield, IL 62704.

**STEP 3: Fees:** The following fees must be paid by the non-resident applicant:

**Processing Fee:** The cost of the Integrated Biometric Technology (IBT) live scan service is **\$60.95**. The **\$60.95** processing fee covers the following services: Federal Bureau of Investigation fingerprint check is \$19, State of California Department of Justice fingerprint check is \$32, and IBT fee is **\$9.95**.

**Service Fee:** A separate fee will be charged for the service of taking the fingerprint impressions by a fingerprint technician or live scan fingerprints by the live scan provider. That fee may vary depending on the fingerprint vendor or live scan provider you choose.

### **1033 CONSENT WAIVER (18 U.S.C. §1033) APPLICANTS**

**STEP 1: Completion of Live Scan Form:** Follow same instructions as indicated above for resident license applicants.

**STEP 2: Fingerprint Services:** Follow same instructions as indicated above for resident license applicants.

**STEP 3: Submission of Fingerprint:** Follow same instructions as indicated above resident license applicants, however, a **third copy** of the Live Scan Form must be mailed to the California Department of Insurance, Licensing Background Bureau, 300 Capitol Mall, Suite 1600, Sacramento, CA 95814. The **second copy** is to be maintained by the applicant for your records.

**STEP 4: Fees:** Follow same instructions as indicated above for resident license applicants.